



# DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

<b>SUBJECT</b> <b>PORTABLE MICROCOMPUTER EQUIPMENT (LAPTOP AND TRANSPORTABLE COMPUTERS)</b>	<b>POLICY NO.</b> <b>302.6</b>	<b>EFFECTIVE DATE</b> <b>10/1/89</b>	<b>PAGE</b> <b>1 of 2</b>
<b>APPROVED BY:</b> <b>Original signed by:</b> <b>ROBERTO QUIROZ</b>  Director	<b>SUPERSEDES</b> <b>102.4</b> <b>7/13/89</b>	<b>ORIGINAL ISSUE DATE</b> <b>7/13/89</b>	<b>DISTRIBUTION LEVEL(S)</b> <b>1</b>

## PURPOSE

- 1.1 To ensure appropriate usage of Department of Mental Health (DMH) portable microcomputers (Laptop and Transportable Computers).

## POLICY

- 2.1 All DMH core operations will be accomplished at the DMH facility where the computer is assigned during normal working hours unless otherwise approved by the Bureau Director, District/Division Chief, or Program Head.
- 2.2 Use of portable microcomputers outside the DMH work site will be limited to work directly related to DMH and approved by the Bureau Director, District/Division Chief or Program Head.
- 2.3 Portable microcomputers shall be issued only to authorized individuals and only as follows:
  - 2.3.1 By authorization of the Bureau Chief, District/Division Chief, or Program Head;
  - 2.3.2 On a time-limited, project basis;
  - 2.3.3 Solely for removal to a sanctioned remote job site.

## PROCEDURE

- 3.1 Safely secure the portable microcomputer in locked storage when not in use.
- 3.2 Units should develop a Sign-In/Sign-Out sheet (for use of portable microcomputers) containing the following information:
  - 3.2.1 Description of the portable item
  - 3.2.2 Manufacturer's serial number
  - 3.2.3 County inventory number
  - 3.2.4 Name of user
  - 3.2.5 Date and time checked out and returned
  - 3.2.6 Signature of the user (both out and in)
  - 3.2.7 Custodian initials (both out and in)



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- 3.3 Do not leave the portable microcomputer unattended either at the remote job site or in an automobile.

### **AUTHORITY**

County Fiscal Manual, Section 12.1.2  
Auditor Controller ICCP Audit, 1988